

**City of Sausalito**  
**ADMINISTRATIVE ANALYST**

**DEFINITION**

Under general supervision, performs a variety of complex and technical administrative tasks, including in the areas of records management, website maintenance, communications, research, financial analysis, and project administration. Also perform work in accounts payable, accounts receivable, general ledger, and other financial transactions; balancing and maintaining manual and computerized accounting and financial records; and performing related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Administrative Services/Treasurer. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

This position performs the full range of technical work in all of the following areas: account administration, records management, website maintenance, communications, research, financial analysis, and project administration, accounts receivable, accounts payable, and/or general ledger, in addition to performing a wide variety of record keeping, reconciliation, and account support activities. Incumbents work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs and provides technical support in records management, website content management, project administration, communications, systems and projects analysis and research.
- Drafts agendas, notes, and staff reports as assigned, researching topics as needed. Prepares reports of related information.
- Updates website content including OpenGov financial transparency site and Administration divisions.
- Assists with Human Resources, Finance, City Clerk, City Manager and Information Technology projects, preparing materials, researching information, and analyzing data.
- Recommends prudent courses of action resulting from research and analysis
- Performs and provides technical support in the preparation, maintenance, and operation of the administration and accounting functions, including general ledger, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Demonstrates a full understanding and ensures compliance with Federal and State laws, as well as City policies and procedures; responsible for writing, implementing, and training employees from other departments on accounting procedures and the use of the accounting software.
- Prepares journal entries and audits and balances general ledger and subsidiary accounting ledgers related to postings from payroll, accounts payable, cash receipts, and accounts receivable according to established accounting policies and procedures.
- Reconciles transactions and account statements; records changes and resolves differences; maintains the accuracy of accounting and financial records. Audits cash receipts and disbursements; allocates revenue to proper cost accounts.

- Reviews invoices and purchase orders to support request for payments and reconciles discrepancies.
- Assists in the implementation and update of the accounting and cost system; provides system user training to other staff as required.
- Gathers financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles, and verifies information and prepares financial, Federal, and State mandated reports.
- Assists in the preparation of audit schedules for external auditors and assists the Director of Administrative Services/Treasurer during the annual audit process.
- Prepares, processes, reviews and verifies documents, records, and forms related to assigned area for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Establishes and maintains complete files and records related to assigned function.
- Closes and balances accounts, and reconciles various bank accounts making adjustments due to cancellations and corrections.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and accounting document processing and record keeping, including general ledger, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents.
- Basic principles and practices of fund accounting and public agency budgeting
- Open Records and public information requirements
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications related to work, including financial system, payroll, word processing, and spreadsheet software and databases.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Perform detailed and accurate work product in MS Word, PowerPoint, Outlook, and Excel and financial accounting system(s).
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Coordinate closely with multiple other employees and/or departments to achieve deadlines and project requirements.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to Bachelor's degree and three (3) years of experience in analyzing data and/or records, preparing communications related to analysis and/or research, and/or maintaining financial or accounting records. Experience working with or for public agencies providing citizen service preferred.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.